

# INTRODUCTION

The CRPD Office of Special Events annually publishes a *Special Events Planning Guide* to help Event Coordinators use the requirements that are in place to efficiently plan and execute a successful event. This guide includes permit applications, a directory of city department contacts, selection of venue maps, an overview of city regulations and fees for city services.

The information in this guide is available on-line at <http://columbus.gov/recreationandparks>. Once on the Columbus Recreation and Parks Department home page go to the navigation menu at the left side of the page, select “Events” and then select “Special Events Planning Guide” to view or download. Although the guide was specifically developed for larger downtown events requiring the use of public property and City services, we hope it will also be useful to community organizations planning events in other parts of the city. The purpose of the *Special Events Planning Guide* is threefold:

- 1) To clearly state, in a simple format, the most common requirements of the City of Columbus.
- 2) To define procedurally how an Event Coordinator should obtain approval for the various components of an event.
- 3) To establish a reasonable time frame in which an Event Coordinator is expected to work.

The CRPD Office of Special Events serves as a clearinghouse and facilitator for various city departments and agencies affected by festivals, events and races (Refer to *Race Event Planning Guide* if planning fundraising walks/races or cycling events). Although the CRPD Office of Special Events is responsible for permitting festivals, events and races, each city department or agency is responsible for making sure that its requirements have been met. In working toward our common goal of delivering quality programming at a reasonable cost, it is important that Event Coordinators and the City of Columbus cooperate and communicate through all phases of event planning and implementation. **It is the responsibility of each Event Coordinator to know all pertinent city codes and departmental regulations before undertaking an event in the City of Columbus. This document is only a guide; we cannot print every city policy or regulation.** If you require further information on specific procedures, requirements, or services, please contact the appropriate division representative listed on pages 25-27 in this guide.

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